



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPSEC2014A Operate basic security equipment**

**Release: 1**

## CPPSEC2014A Operate basic security equipment

### Modification History

Not Applicable

### Unit Descriptor

#### Unit descriptor

This unit of competency specifies the outcomes required to operate a range of basic security equipment. It requires knowledge of the functions required to operate equipment and conduct routine maintenance, as well as to report faults and document information.

This unit may form part of the licensing requirements for persons who operate basic security equipment in those states and territories where these are regulated activities.

### Application of the Unit

#### Application of the unit

This unit of competency has wide application in the security industry in those roles which involve the use of basic security equipment. Competency requires legal and operational knowledge applicable to relevant sectors of the security industry. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.

### Licensing/Regulatory Information

Refer to Unit Descriptor

### Pre-Requisites

Not Applicable

## Employability Skills Information

**Employability skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Select and prepare security equipment.</b>	<p>1.1 Applicable provisions of <i>legislative</i> and <i>organisational requirements</i> relevant to the operation of security equipment are identified and complied with.</p> <p>1.2 <i>Security equipment</i> required to carry out <i>work tasks</i> is identified and accessed.</p> <p>1.3 Routine <i>pre-operational checks</i> are carried out in accordance with manufacturer's instructions.</p> <p>1.4 Training requirements are identified and reported to <i>relevant persons</i>.</p>
<b>2 Operate security equipment.</b>	<p>2.1 Suitable <i>personal protection equipment</i> is selected, used and maintained.</p> <p>2.2 Security equipment is operated in a safe and controlled manner in accordance with manufacturer's instructions.</p> <p>2.3 Security equipment is used for its intended purpose and in accordance with assignment instructions.</p> <p>2.4 Equipment operation is monitored and errors or deficiencies identified and reported in accordance with organisational procedures.</p>
<b>3 Maintain security equipment.</b>	<p>3.1 Security equipment is maintained and stored in accordance with organisational procedures and manufacturer's instructions.</p> <p>3.2 Work area is cleared and waste materials disposed of in accordance with organisational procedures.</p> <p>3.3 Faulty or damaged equipment is reported for repair or replacement in accordance with organisational procedures.</p> <p>3.4 Relevant <i>documentation</i> is completed and securely maintained in accordance with organisational procedures.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

#### Required skills

- apply safe workplace practices and procedures
- carry out routine maintenance on security equipment
- clean and maintain a safe workplace environment

## REQUIRED SKILLS AND KNOWLEDGE

- communicate effectively with people from different social, cultural and ethnic backgrounds and of varying physical and mental abilities
- conduct pre-operational checks on equipment
- identify and control hazards and risks associated with equipment use
- identify and report faulty equipment
- observe ergonomic and conservation requirements relevant to the operation of equipment
- operate a range of basic security equipment
- reading skills to understand manufacturer's instructions
- writing skills to complete documentation and maintain records.

### Required knowledge

- emergency procedures
- environmental and waste disposal procedures
- features and functions of a range of basic security, business and communication equipment
- licensing requirements for the operation of equipment
- pre-operational checking functions and procedures
- procedures to access manufacturer's specifications and other information relevant to the operation of equipment
- reporting and documentation requirements and processes
- routine maintenance procedures and repair techniques
- safe workplace procedures relevant to the operation of basic security equipment
- workplace procedures for obtaining and storing tools, equipment and materials.

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

#### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

A person who demonstrates competency in this unit must be able to provide evidence of:

- conducting pre-operational checks of a range of basic security equipment
- operating a range of security equipment in accordance with manufacturer's instructions and safety requirements
- accurately identifying and reporting operational faults and

deficiencies in a range of security equipment

- maintaining a safe and tidy work environment
- selecting and using appropriate tools and materials to carry out routine maintenance procedures on a range of security equipment.

### **Context of and specific resources for assessment**

Context of assessment includes:

- a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.

Resource implications for assessment include:

- access to plain English version of relevant statutes and procedures
- access to a registered provider of assessment services
- access to a suitable venue and equipment
- assessment instruments including personal planner and assessment record book
- work schedules, organisational policies and duty statements.

Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

### **Method of assessment**

This unit of competency could be assessed using the following methods of assessment:

- observation of processes and procedures
- questioning of underpinning knowledge and skills.

### **Guidance information for assessment**

Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge.

Oral questioning and written assessment should be used to assess underpinning knowledge.

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

## **Range Statement**

## RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

***Legislative requirements may relate to:***

- apprehension and powers of arrest
- Australian standards and quality assurance requirements
- counter-terrorism
- crowd control and control of persons under the influence of intoxicating substances
- force continuum, use of force guidelines
- general 'duty of care' responsibilities
- inspection of people and property, and search and seizure of goods
- licensing or certification requirements
- privacy and confidentiality
- relevant commonwealth, state and territory legislation, codes and national standards for:
  - anti-discrimination
  - cultural and ethnic diversity
  - environmental issues
  - equal employment opportunity
  - industrial relations
  - Occupational Health and Safety (OHS)
- relevant industry codes of practice
- telecommunications
- trespass and the removal of persons
- use of restraints and weapons:
  - batons
  - firearms
  - handcuffs
  - spray.

***Organisational requirements may relate to:***

- access and equity policies, principles and practices
- business and performance plans
- client service standards
- code of conduct, code of ethics
- communication and reporting procedures
- complaint and dispute resolution procedures
- emergency and evacuation procedures

***Equipment may include:***

- employer and employee rights and responsibilities
- OHS policies, procedures and programs
- own role, responsibility and authority
- personal and professional development
- privacy and confidentiality of information
- quality assurance and continuous improvement processes and standards
- resource parameters and procedures
- roles, functions and responsibilities of security personnel
- storage and disposal of information.
- business equipment
  - calculators
  - ergonomically appropriate chair
  - facsimile machines
  - standard commercial computer software and hardware
- communications equipment
  - telephone and mobile phone
  - telephone headset
  - pager
  - portable and mounted two-way radio
- electronic alarm systems
- screening equipment
  - walk through metal detector
  - hand held wand
- security equipment
  - electronic screening equipment
  - video cameras and monitors.
- vehicles
  - cars
  - vans
  - motorcycles.
- xray equipment.
- control of exit from and access to premises
- crowd control
- escort of people and valuables
- preparing documents and reports
- responding to alarms
- routine security monitoring of premises
- screening of property and people.
- basic repairs and adjustments

***Work tasks might relate to:***

***Pre-operational checks***



**may involve:**

- checking log books and maintenance register
- cleaning, priming and tightening procedures
- minor vehicle maintenance eg checks to oil, water, fuel and tyre pressure
- observing and monitoring noise levels for correct operation
- reading and interpreting manufacturer's instructions.

***Relevant persons may include:***

- colleagues
- equipment manufacturers
- security consultants
- security personnel
- supervisor
- technical staff.

***Personal protection equipment may include:***

- body armour
- breathing apparatus
- fire extinguisher
- first aid kit
- gloves
- head protection
- knee pads
- masks
- protective shield
- safety boots
- safety glasses.

***Documentation may include:***

- equipment faults and diagnosis
- materials used, parts and components replaced
- operational reports
- recommended repairs or disposal of equipment
- repairs and servicing undertaken
- testing and inspection results
- written and electronic reports.

**Unit Sector(s)**

Unit sector                      Security

**Competency field**

**Competency field**      Operations